

## **P-Card GEARS Monthly Statement Processing — Cardholder Desktop Guide**

Prepared for:

**Maryland Administrative Office of the Courts**



Date: March 13, 2015



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## 1.0 Overview

The P-Card process involves several roles. They are:

- P-Card Cardholder
- DPCA P-Card Administrator
- DBF P-Card Reconciler
- DBF Accounts Payable

On approximately the 25<sup>th</sup> of each month, US Bank ends the monthly statement billing cycle. In general, P-Card Cardholders then have three calendar days to make changes within the US Bank system before the statement is actually produced by US Bank and sent to the Judiciary for processing and payment. Once the file is received by the Department of Budget and Finance, it is loaded into GEARS to the P-Card Staging and Statement tables. An automated notification initiated by the DBF P-Card Reconciler will then be sent alerting the P-Card Cardholders that the statement is available to view and to perform work in GEARS on the various transactions where necessary. Cardholders are only given three business days from this notification to perform their review.

Upon completion of the review, the DPCA P-Card Administrator reviews and approves the transactions. DBF P-Card Reconciler loads transactions into the voucher staging tables. DBF Accounts Payable builds P-Card Vouchers using the Voucher Build. Lastly, DBF Accounts Payable processes the final preparation for the P-Card payment.

**Note:** Please remember to send the P Card transaction log via email or interoffice to Lisa Lee or Larry Tucker (for District Court), by the 5<sup>th</sup> of the following month.

### ***Purpose of Desktop Guide***

To provide instructions to P-Card Cardholders on how to perform beginning to end processing of P-Card transactions received from US Bank.

## 2.0 Desktop Procedure – P-Card Cardholder Review and Reconciliation

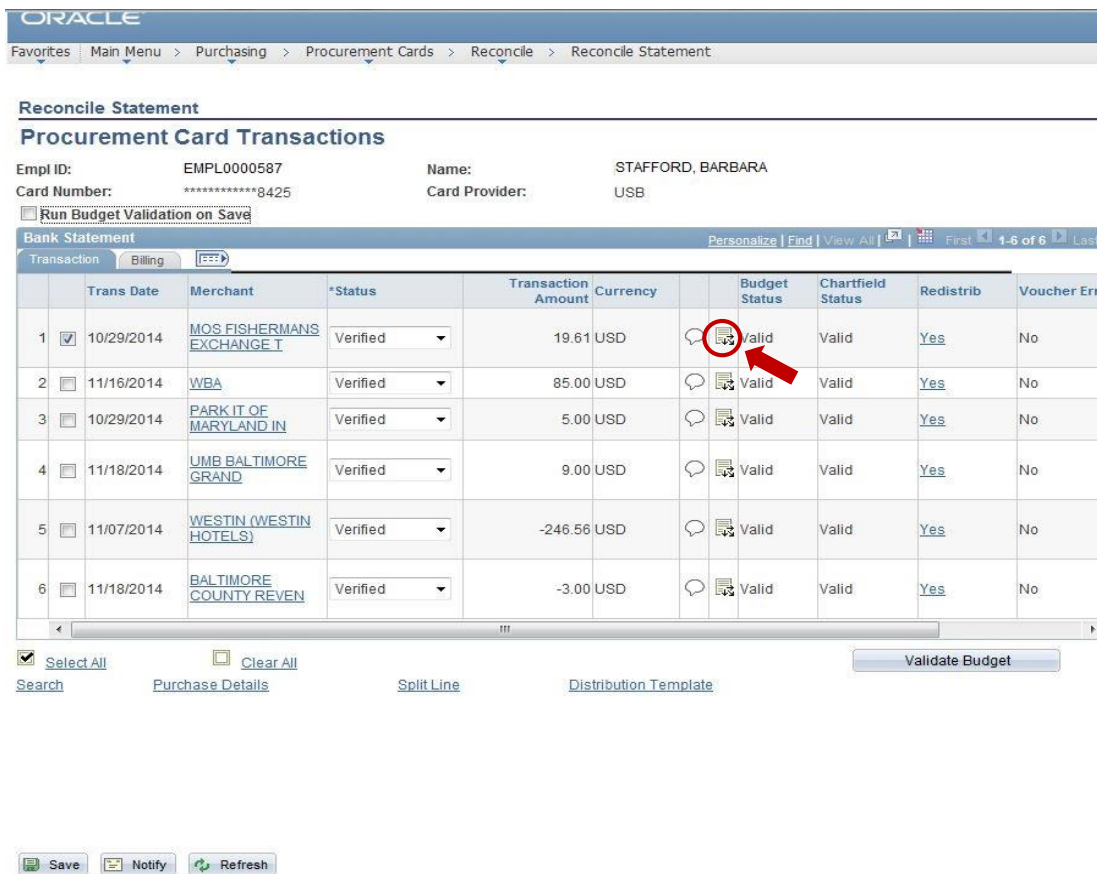
Upon receipt of the email notification that the statement has been loaded and ready for review, P-Card Cardholders will be given three business days to review, reconcile and make distribution corrections to their transactions in GEARS.

### Reconciling Your P-Card Statement

When ready to reconcile or correct any distributions within the statement, the cardholder is in edit mode.

#### Step - Action

1. Select **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**.



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Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement







Reconcile Statement

Procurement Card Transactions

Empl ID: EMPL0000587      Name: STAFFORD, BARBARA  
 Card Number: \*\*\*\*\*8425      Card Provider: USB

☐ Run Budget Validation on Save

Bank Statement      Personalize | Find | View All | First 1-6 of 6 Last


Transaction	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1 <input checked="" type="checkbox"/>	10/29/2014	MOS FISHERMANS EXCHANGE T	Verified	19.61	USD	 Valid	Valid	Yes	No
2 <input type="checkbox"/>	11/16/2014	WBA	Verified	85.00	USD	 Valid	Valid	Yes	No
3 <input type="checkbox"/>	10/29/2014	PARK IT OF MARYLAND IN	Verified	5.00	USD	 Valid	Valid	Yes	No
4 <input type="checkbox"/>	11/18/2014	UMB BALTIMORE GRAND	Verified	9.00	USD	 Valid	Valid	Yes	No
5 <input type="checkbox"/>	11/07/2014	WESTIN (WESTIN HOTELS)	Verified	-246.56	USD	 Valid	Valid	Yes	No
6 <input type="checkbox"/>	11/18/2014	BALTIMORE COUNTY REVEN	Verified	-3.00	USD	 Valid	Valid	Yes	No

☒ Select All      ☐ Clear All     

[Search](#)      [Purchase Details](#)      [Split Line](#)      [Distribution Template](#)

#### Step - Action

2. **Modifying the ChartFields:** To update the ChartField information, click the **Distribute**  button. Update the ChartField information accordingly.

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Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

**Reconcile Statement**

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 09/25/2013 Billing Amount: 63.00 USD Unit Price: 63.00000  
 SpeedChart: Transaction Unit Price: 63.00000 \*Distribute By: Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr	Dej
1	100.0000	63.00	USD	MDJUI	C50	40511	0001	0902	B004	A0004	AY2014	

OK Cancel Refresh


**Step - Action**

**NOTE:** All distribution lines with **Account** codes '0995' must be changed.

- Distribute among multiple ChartFields:** Scroll to the right and click the **Plus**  button to add a new ChartField line.

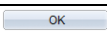
state.md.us needs some information

Script Prompt:  
 Enter number of rows to add:



OK Cancel

**Step - Action**

- Enter the number of rows to be added.
- Click the **OK**  button.

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Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

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**Reconcile Statement**

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Billing Date: 09/25/2013 Billing Amount: 63.00 USD Unit Price: 63.00000  
 SpeedChart: Transaction Unit Price: 63.00000 \*Distribute By: Amount

**Distributions** Personalize | Find | View All | First 1-2 of 2 Last

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	Batch Agg	PCA	Fund	*Account	Program	Approp Number	Approp Yr	Dept	PC Bus Unit
1	100.0000	63.00	USD	MDJUI	C50	40511	0001	0902	B004	A0004	AY2014		
2			USD	MDJUI	C50	40511	0001	0902	B004	A0004	AY2014		

OK Cancel Refresh

### Step - Action

4. Enter / Edit the ChartField combinations, correct percentages or amounts to be distributed on each line.
5. Click the **OK** button.

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Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

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**Reconcile Statement**  
**Procurement Card Transactions**

Empl ID: EMPL0000587 Name: STAFFORD, BARBARA  
 Card Number: \*\*\*\*\*8425 Card Provider: USB

☐ Run Budget Validation on Save

**Bank Statement** Personalize Find View All 1-6 of 6 Last

Transaction **Billing** [F7]

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib	Voucher Error
1	10/29/2014	MOS FISHERMANS EXCHANGE T	Verified	19.61	USD	Valid	Valid	Yes	No
2	11/16/2014	WBA	Verified	85.00	USD	Valid	Valid	Yes	No
3	10/29/2014	PARK IT OF MARYLAND IN	Verified	5.00	USD	Valid	Valid	Yes	No
4	11/18/2014	UMB BALTIMORE GRAND	Verified	9.00	USD	Valid	Valid	Yes	No
5	11/07/2014	WESTIN (WESTIN HOTELS)	Verified	-246.56	USD	Valid	Valid	Yes	No
6	11/18/2014	BALTIMORE COUNTY REVEN	Verified	-3.00	USD	Valid	Valid	Yes	No

☒ Select All ☐ Clear All  
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**Validate Budget**

**Step - Action**

6. Click **Validate Budget**  to perform a budget check against the provided ChartField(s).

**NOTE:** If you do not receive a 'Valid' Budget Status, (e.g., 'Error' Budget Status), contact DBF Budget Unit.

7. Click the **Billing**  tab to update Merchant Name.

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Favorites Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

**Reconcile Statement**

**Procurement Card Transactions**

Empl ID: EMPL000917 Name: STAFFORD,KATHLEEN  
Card Number: \*\*\*\*\*8728 Card Provider: USB

☐ Run Budget Validation on Save

Bank Statement Personalize Find View All First 1-2 of 2 Last

Transaction	Billing	Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collect
1			ALL SHRED - Kathy Stafford	09/25/2013	63.00	USD		0.00	<input type="checkbox"/>
2			LANDIS OFC CNTR - Kathy Staffo	09/25/2013	60.30	USD		0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)

**Step - Action**

8. Update the **Description** field with the Merchant's Name and ensure that you include your name (or initials, at least) and the statement month and year. For example, ("All Shred, Kathy Stafford, 09-2013").

**NOTE:** Do not use special characters such as colon (:), apostrophe ('), forward slash (/) or back slash (\).

9. After reviewing and making sure that the transaction is valid, click the **Save**  button.

**\*\*END\*\*** This completes the steps for *Reconciling Your P-Card Statement in GEARS*.